

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

BCWD – Scholarships – Obtaining Utilisation Certificates and Aquittances from Government/ Private Institutions – **Obtaining & Maintenance of Utilisation Certificates and Aquittance registers by BCW/SW/TW/MW Departments** – Sending Uniform UC and Annexures – Orders – Issued.

**BACKWARD CLASSES WELFARE (B) DEPARTMENT**

**G.O.Rt.No. 128**

**Dated:31.05.2014**

**Read the following:-**

1. G.O.Ms.No.90, Social Welfare (Edn.2) Department, dt. 30.07.2002.
2. G.O.Ms.No.66, Social Welfare (Edn.2) Department, dt. 08.09.2010.
3. From the Principal Accountant General (G&SSA), A.P., Hyderabad, Performance Audit Report, D.O.No.Reprot/U-III/DP-7/AR 2011-12/2012-13/51 dt. 26.10.2012.
4. D.O.Letter No.1399/B/2014, BC Welfare (B) Dept., dt. 05.05.2014
5. G.O.Rt.No.123, BC Welfare (B) Department, dt.20.05.2014.
6. From Sri S.S.Rawath, Secretary to Govt., Social Welfare Dept., orders, Dt: 29.05.2014.
7. From Sri A.Vidyasagar, Principal Secretary to Govt., Tribal Welfare Dept., orders, Dt: 31.05.2014.

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**ORDER:**

Government in Social Welfare Department in the references 1<sup>st</sup> and 2<sup>nd</sup> read above have issued guidelines on sanction of Scholarships to BC/SC/ST/Minority/Physically Challenged Students in the State. In the reference 3<sup>rd</sup> read above, the Principal Accountant General (G&SSA), AP, Hyderabad in the performance Audit Report 2012, pointed out certain Audit observations in release of Scholarship Budget to Educational Institutions for the period 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12.

2. Based on the Audit objections raised by the Principal Accountant General (G&SSA), AP, Hyderabad, the Principal Secretary to Government, BC Welfare, vide reference 4<sup>th</sup> read above have requested all the District Collectors in the State to convene a meeting with the Educational Institutions who failed to submit Utilisation Certificates from the Financial Year 2007-08 to 2014-15 (April and May). Similarly vide reference 5<sup>th</sup> read above, the senior officers working in the O/o Commissioner, BC Welfare are allotted few Districts to each, with a direction to verify and confirm all the Audit Paras pertaining to Scholarship Sanctions to Educational Institutions, duly ensuring complete recovery, remittance to the State Treasury including reconciliation of the remitted amount with the Treasuries within 90 days.

3. Even though several instructions on submission of Scholarship Utilisation Certificates by the Educational Institutions to the respective District Offices are mentioned in the Government Orders, vide references 1<sup>st</sup> and 2<sup>nd</sup> read above, even there is an option introduced in the year 2012-13 for uploading Utilisation Certificate online in the e-Pass Scholarship website by the Educational Institutes, expected progress is not observed due to some technical errors while uploading the UC details at Institution Level. The online UC uploading option is still available for the Principals of Educational Institutions in the e-pass website [www.epasswebsite.cgg.in](http://www.epasswebsite.cgg.in).

**(p.t.o)**

4. Hence to overcome the above issues and to fix a uniform procedure, it is felt necessary to obtain Utilisation Certificates in a standard format from each Educational Institution for Budget released, proceeding wise, containing Utilisation Certificate, Course-Wise, Year-Wise, amount received by the Educational Institution and also Student-Wise details on Scholarship amount received. The annexures for BC and EBC Reimbursement of Tuition Fee (RTF) Schemes should be filled by the Government and Private Educational Institutions and submit to the Deputy Director / DBCWO within 10 days of receipt of Scholarship amount in online, into the Account of Principal of the respective Government and Private Educational Institutions without fail. Similarly the Deputy Director/ DBCWO's are requested to ensure all the Principals of the Educational Institutions to upload the UC's Status in the e-pass website as and when the UC uploading option gets enabled.

5. All the Deputy Directors/ DBCWO's in the State are requested to obtain the Utilisation Certificates for BC and EBC Reimbursement of Tuition Fee from the Year 2007-08 to 2014-15 (April and May) and UC's for Maintenance Fee for the Year 2007-08 to 2008-09 renewals. They are also requested to maintain register for each Year and each Institution on obtaining Utilisation Certificates from Educational Institutes for the previous years and also for next coming financial years, in the Annexures enclosed to this G.O., at District Level and Assistant BC Welfare Officer Level without fail. All the Senior Officers of O/o Commissioner, BC Welfare, who have allotted Districts for Verification and Confirmation of Audit Paras are requested to Verify UC Registers at the time of their Inspection to O/o the DD's/ DBCWOs and O/o the ABCWOs.

6. The Annexures on UC's to be sent by the Principals of Educational Institutions are enclosed to this G.O., i.e., as Annexure-I, I(A), I(B) for BC-RTF Scheme and II, II(A), II(B) for EBC-RTF Scheme.

7. On similar lines, all the District officers of all Welfare Departments i.e., DBCWO's/ DDSWO's/ DTWO's/District Officers of MW Departments are requested to obtain Utilisation Certificates in a standard format as detailed in para-4 above and also requested to maintain register for each Year and each Institution on obtaining Utilisation Certificates from Educational Institutes for the previous years and also for next coming financial years in all levels without fail. All Senior Officers of O/o of the Commissioner, BCW/SW/TW/MW are requested to Verify UC Registers at the time of their Inspection at District Offices.

8. This order issues with the concurrence of Principal Secretary to Government of Social Welfare/ Tribal Welfare Departments as in the references 6<sup>th</sup> & 7<sup>th</sup> cited above.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**Dr.T.RADHA**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Principal Secretary to Government, Tribal Welfare Department  
The Principal Secretary to Government, Minorities Welfare Department  
The Secretary to Government, Social Welfare Department  
The Commissioner (FAC), BC Welfare, A.P., Hyderabad.

(with a request to communicate to all the 14,850 Colleges/  
Managements in the state)

The Commissioner, Social Welfare, A.P., Hyderabad.  
(with a request to communicate to all the 14,850 Colleges/  
Managements in the state)

The Commissioner, Tribal Welfare, A.P., Hyderabad.  
(with a request to communicate to all the 14,850 Colleges/  
Managements in the state)

The Commissioner, Minorities Welfare, A.P., Hyderabad.  
(with a request to communicate to all the 14,850 Colleges/  
Managements in the state)

All the District Collectors.

Sri K.Mallikarjuna, Addl. Director, presently working as  
Director, AP Study Circle for BCs, Hyderabad.

Sri A.Krishna Mohan, Addl. Director, O/o the CBCW, Hyderabad

Smt.P.Madhavilatha, Joint Director, O/o the CBCW, Hyderabad

Sri K.Aloke Kumar, Joint Director, O/o the CBCW, Hyderabad

Sri B.Mallaiah, Joint Director, presently working as  
Secretary, MJPAPBCWREIS, Hyderabad

All the Deputy Directors / DBCWO's in the State and ABCWO's,  
through Deputy Directors / DBCWO's

All the DDs of SW/TW/MW in the state

Copy to:

The Advisor to Governor (ANR) (Welfare)

The Commissioner, Intermediate Education

The Commissioner, Technical Education

The Commissioner, Higher Education

The Director Medical Education, Hyderabad

The Commissioner, Employment and Training

The Commissioner, I&PR (Publicity Cell)

The Director General, Centre for Good Governance, Hyderabad

The Prl. Accountant General (G&SSA), Hyderabad

Sf/ Sc

//FORWARDED :: BY ORDER//

SECTION OFFICER

**Annexure – I**  
**FORM OF UTILISATION CERTIFICATE**  
(for BC-Reimbursement of Tuition Fee)

Sl. No.	Letter No. / Proceeding No. and Date	Amount (Rs. In Lakhs)
Total		

Certified that out of \_\_\_\_\_ of amount sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_ College \_\_\_\_\_ District vide letter No. / Proceeding No. given in the above table and Rs \_\_\_\_\_ are utilised for Sanction of BC RTF Scheme, for which it was released and the balance of Rs. \_\_\_\_\_ remaining unutilised at the has been surrendered to Government (Vide Challan No. \_\_\_\_\_, Dt. \_\_\_\_\_).

Certified that I have satisfied myself that the conditions on which the Scholarship was sanctioned have been duly fulfilled. I have exercised all the checks to see that the money is actually utilised for the purpose for which it was sanctioned. I also certify that no amount towards Reimbursement of Tuition Fees (RTF) is collected from any of the students of my Institution.

Signature of Principal  
With college seal

Verified with the office records and reconciled with the Treasury and found details correct.

Signature of DD/DBCWO  
With Office seal

**Annexure – I(A)**  
**COURSE-WISE AMOUNT SANCTIONED**  
(for BC-Reimbursement of Tuition Fee)

It is to confirm that the amount Rs. \_\_\_\_\_ (in Lakh) released vide Proceeding No. \_\_\_\_\_, dt. \_\_\_\_\_ (mentioned at Annexure – I) from the Dy. Dir., / DBCWO of \_\_\_\_\_ District for the Institution \_\_\_\_\_, for the year \_\_\_\_\_. It is utilised, course-wise as shown in the Table below. It is also confirmed that no Reimbursement of Tuition Fee (RTF) is collected from any of the students.

Sl. No.	Course	Year	Fresh/Renewal	No. of Students	Amount Utilised
Total					

Certified that I have satisfied myself that the conditions on which the Scholarship was sanctioned have been duly fulfilled. I have exercised all the checks to see that the money is actually utilised for the purpose for which it was sanctioned. I also certify that no amount towards Reimbursement of Tuition Fees (RTF) is collected from any of the students of my Institution.

Signature of Principal  
With college seal

Verified with the office records and reconciled with the Treasury and found details correct.

Signature of DD/DBCWO  
With Office seal

**Annexure – I(B)**  
**STUDENT-WISE BC-RTF, SCHOLARSHIP UTILISATION DETAILS**  
(for BC-Reimbursement of Tuition Fee)

Received an amount of Rs. \_\_\_\_\_ vide Proceeding No. \_\_\_\_\_, dt. \_\_\_\_\_ (mentioned Annexure–I) to the \_\_\_\_\_ College, released by the Dy. Dir., / DBCWO BC Welfare \_\_\_\_\_ District. The Student-Wise BC Reimbursement of Tuition Fees

Sl. No.	Name of the Student	Appl. ID	College Adm. No.	Course	Year	Amount Utilized
						(Total amount)

(RTF) utilised for the above amount is given below.

Certified that I have satisfied myself that the conditions on which the Scholarship was sanctioned have been duly fulfilled. I have exercised all the checks to see that the money is actually utilised for the purpose for which it was sanctioned. I also certify that no amount towards Reimbursement of Tuition Fees (RTF) is collected from any of the students of my Institution.

Signature of Principal  
With college seal

Verified with the office records and reconciled with the Treasury and found details correct.

Signature of DD/DBCWO  
With Office seal

**Annexure – II**  
**FORM OF UTILISATION CERTIFICATE**  
(for EBC-Reimbursement of Tuition Fee)

Sl. No.	Letter No. / Proceeding No. and Date	Amount (Rs. In Lakhs)
Total		

Certified that out of \_\_\_\_\_ of amount sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_College \_\_\_\_\_ District vide letter No. / Proceeding No. given in the above table and Rs \_\_\_\_\_ are utilised for Sanction of EBC-RTF Scheme, for which it was released and the balance of Rs. \_\_\_\_\_ remaining unutilised at the has been surrendered to Government (Vide Challan No. \_\_\_\_\_, Dt. \_\_\_\_\_).

Certified that I have satisfied myself that the conditions on which the Scholarship was sanctioned have been duly fulfilled. I have exercised all the checks to see that the money is actually utilised for the purpose for which it was sanctioned. I also certify that no amount towards EBC-Reimbursement of Tuition Fees (RTF) is collected from any of the students of my Institution.

Signature of Principal  
With college seal

Verified with the office records and reconciled with the Treasury and found details correct.

Signature of DD/DBCWO  
With Office seal

**Annexure – II(A)**  
**COURSE-WISE AMOUNT SANCTIONED**  
(for EBC-Reimbursement of Tuition Fee)

It is to confirm that the amount Rs. \_\_\_\_\_ (in Lakh) released vide Proceeding No. \_\_\_\_\_, dt. \_\_\_\_\_ (mentioned at Annexure – I) from the Dy. Dir., / DBCWO of \_\_\_\_\_ District for the Institution \_\_\_\_\_, for the year \_\_\_\_\_. It is utilised, course-wise as shown in the Table below. It is also confirmed that no EBC-Reimbursement of Tuition Fee (RTF) is collected from any of the students.

Sl. No.	Course	Year	Fresh/Renewal	No. of Students	Amount Utilised
Total					

Certified that I have satisfied myself that the conditions on which the Scholarship was sanctioned have been duly fulfilled. I have exercised all the checks to see that the money is actually utilised for the purpose for which it was sanctioned. I also certify that no amount towards EBC-Reimbursement of Tuition Fees (RTF) is collected from any of the students of my Institution.

Signature of Principal  
With college seal

Verified with the office records and reconciled with the Treasury and found details correct.

Signature of DD/DBCWO  
With Office seal



**Annexure – II(B)**  
**STUDENT-WISE BC-RTF, SCHOLARSHIP UTILISATION DETAILS**  
(for EBC-Reimbursement of Tuition Fee)

Received an amount of Rs. \_\_\_\_\_ vide Proceeding No. \_\_\_\_\_, dt. \_\_\_\_\_ (mentioned Annexure–I) to the \_\_\_\_\_ College, released by the Dy. Dir., / DBCWO BC Welfare \_\_\_\_\_ District. The Student-Wise EBC-Reimbursement of Tuition Fees (RTF) utilised for the above amount is given below.

Sl. No.	Name of the Student	Appl. ID	College Adm. No.	Course	Year	Amount Utilised Total

Certified that I have satisfied myself that the conditions on which the Scholarship was sanctioned have been duly fulfilled. I have exercised all the checks to see that the money is actually utilised for the purpose for which it was sanctioned. I also certify that no amount towards EBC-Reimbursement of Tuition Fees (RTF) is collected from any of the students of my Institution.

Signature of Principal  
With college seal

Verified with the office records and reconciled with the Treasury and found details correct.

Signature of DD/DBCWO  
With Office seal